

EGO Operating Procedure to prevent the diffusion of COVID-19

Introduction

This protocol constitutes implementation of the National Protocol, under-signed on the date of the 14th of March, 2020, by the employer organisations and the CGIL, CISL and UIL.

Having taken note that the Government favours, as far as it is responsible, the full implementation of the National Protocol;

Sharing the principles of the National Protocol;

Considering the different options foreseen by law and by the National Protocol to deal with the diffusion of COVID-19;

Having evaluated the necessity to adopt a Corporate Protocol which, in compliance with the principles of the National Protocol, adapts them to the specifics of the company;

Considering that, according to the National Protocol, the measures foreseen within it can be integrated into others that are equivalent or are more incisive, according to the peculiarities of a particular company;

Taking into account the results of the prior consultation of the company union representatives and / or the RLS;

Remembering that, subsequent to the elaboration of this Protocol, the measures adopted and implemented will be monitored (with the eventual assignment of this task to a Committee for the application and verification of the rules of the Protocol);

The European Gravitational Observatory, hereafter EGO, has adopted this corporate regulatory protocol, as an implementation of the National Protocol, adopted on the 14th of March 14, 2020, by the social partners, in the presence of the government, and subsequent amendments.

By entering EGO, it is certified that, in acceptance by conduct, to have understood the content, to manifest adhesion to the rules contained herein and to undertake to comply with the provisions herein and to give consent to the measurement of bodily temperature.

Please read the privacy policy reported in attachment 7

This procedure is in force on the 19th of October, 2020.

1. Creation of a task force

As required by the shared Protocol for the contrast and containment of COVID-19, a Committee is set up for the application and verification of the measures provided for in the document, made up of the Employer, Heads of Department, SPP, Company Doctor and RLS. The committee will analyse the evolution of the situation in order to evaluate the measures to be implemented. Each member will have to bring their own requests in order to ensure a systemic approach to the problem. Members are listed below:

Stavros Katsanevas, Director

Christian Olivetto, Deputy Director

Barbara Sacchetti, Head of the Personnel and Administration Department

Massimiliano Guidi, Company Doctor

Carlo Fabozzi, RSPP

Alessio Buggiani, ASPP

Luca Francescon, RLS

2. Information

Coronavirus infection can be present in the absence of symptoms or with minor symptoms, therefore prevention and protection measures may not be sufficient to avoid infection. All must commit to keeping EGO as safe as possible. To this end, the behaviour of staff and third parties must comply, with conscious, constant and collaborative punctuality, with the provisions of this Protocol and with the communications circulated since the 24th of February, 2020.

Preventive and timely information is the first precautionary initiative and for this reason EGO undertakes to continue to disseminate to its employees and third parties, through specific written notes, all information necessary to protect the health and safety of the people present in the Consortium.

Following the provisions of the national arrangements, it is decided to be promoters of information through:

1. Dissemination of information from institutions and related to the identification of symptoms. This is done by posting the sign, in Annex I, at all access points;
2. References to contact in the presence of at-risk conditions;
3. Hygienic rules aimed at reducing the risk of diffusion, in particular, within all of the toilets, by posting the infographics available in Annex II;
4. Hygienic rules aimed at reducing the risk of spreading, during the use of the changing rooms, by posting the sign in Annex III;
5. In the event that, in order to prevent epidemic outbreaks, the competent authority provides specific additional measures, such as the undertaking of testing of employees, this will be immediately communicated and the employer will provide maximum collaboration.

The information also covers all outsiders who, for whatever reason, access the EGO structures. The Consortium, always with a view to correct communication and information, makes available to all, the email address of the RSPP - "spp@ego-gw.it" - who has made himself available to answer any doubts and questions regarding the organisation that has been chosen in order to contain the risk.

3. Distancing

The Consortium, as far as possible, adopts the following measures aimed at minimising the presence of people on the site:

1. use of remote work for all activities where this is possible from an operational and technological point of view;
2. Definition of periodic work schedules in order to identify the tasks that requires the physical presence for the entire week or few days a week and that cannot be done remotely;
3. suspension of all domestic and international trips; exceptions that will have to be justified may be authorized by Direction. Travel to countries listed in the DPCM 13th October 2020 annex 20 points D, E and F are not allowed.
4. Training in classroom will have to be limited solely to those activities and classes for which on line training is not feasible or ineffective, the Consortium requires for classroom training to be carefully assessed whether it can be postponed to when the emergency will be over.
5. incentivisation of communication via telephone, email and video-audio conference. Meetings that require physical presence should be organised only in cases where the use of remote communication tools is not feasible. In this case, the distance of at least 2 metres between each participant must be maintained and the number of people present must be reduced to a minimum;
6. guided visits to the site are suspended. With regard to internships programs can start over and are subject to prior evaluation and approval of the management based on the days of presence on the site and the spaces available for each intern. Calls for PCTO activities can be reopened for the period January August 2021, the execution of which will, however, be confirmed at the end of the year in light of the progress of the pandemic. Entry to guests is strictly forbidden. Video-conference meetings with the Collaboration, Research Bodies, Universities and any other Body are required.
7. the use of IMMUNI app is recommended.

4. Personal protective equipment

EGO makes surgical or similar masks available to all staff. The use of masks is mandatory every time staff are in the presence of other people and is, in any case, always recommended.

Disposable gloves are available, and are especially recommended for the handling of material coming from outside or, in any case, to be transferred between employees.

Disinfectant gel or hydroalcoholic solution is essential for cleaning hands. EGO ensures that all the people present in the Consortium have the possibility to use gel or hydroalcoholic solution with simplicity and with the frequency deemed appropriate.

5. Method of entry and behaviour in the Consortium

The following requirements are communicated:

1. All EGO and Collaboration personnel must first register in Indico <https://indico.ego-gw.it/category/22/> to allow monitoring of the people present on the site and compliance with work calendars. In particular, non-EGO personnel are required to book an office at the link <https://www.ego-gw.it/covid19/#egorules> in order to avoid the co-presence of people and allow access monitoring.
2. If it is not possible to move with your own means of transport, it is necessary to keep the interpersonal distance on public transport currently in force and use the mask obligatorily.
3. the obligation to stay at home and not to enter the Consortium in the presence of fever (above 37.5°C) or other flu symptoms and to call your family doctor and health authority;
4. awareness and acceptance of the fact of not being able to enter or not being able to stay on the site and of having to promptly declare it where, even after entry, dangerous conditions exist (symptoms of flu, temperature, origin from at-risk areas or contact with people who have resulted as positive to the virus in the previous 14 days, etc.) in which the authority's provisions require the family doctor and the health authority to be informed and to remain at home;
5. the commitment to respect all of the provisions of the authorities and the employer in accessing the site (in particular, maintaining the safety social distance, observing hand hygiene rules and maintaining correct hygiene behaviours);
6. the commitment to promptly and responsibly inform the employer of the presence of any flu symptoms during the performance of work, taking care to remain at an adequate social distance from the people present;
7. the commitment to use masks and gloves whenever mandatory, the commitment to wash your hands with gel or hydroalcoholic solution and to use the sanitising gel when required.
8. use of the EGO app is recommended for badging-in;
9. entry is prohibited for those who, in the last 14 days, have had contact with subjects that have tested positive for COVID-19 or come from risk areas as indicated by the WHO as well as those who are currently subject to the measure of quarantine or fiduciary isolation with health surveillance in accordance with the legislation in force;
10. the entry into the Consortium of workers who have already tested positive for COVID-19 infection must be preceded by a prior communication concerning the medical certification indicating the "negative result" of a swab, according to the procedures provided for and issued by the department of territorial prevention of competence;
11. the entry of personnel from the countries indicated in letter D, E and F of Annex 20 to the Prime Ministerial Decree of 13 October 2020 is prohibited until the compulsory health surveillance period is completed. Personnel from countries referred to in letter

C of Annex 20 to the Prime Ministerial Decree of 13 October 2020 to access the site must comply with the instructions of Article 6 of the Prime Minister's Decree regarding the execution of the antigen and / or molecular test.

12. the canteen service will be provided in shifts to ensure social distancing of at least one meter or the distance established by future laws. In order not to saturate the canteen, it is mandatory, except in adverse weather conditions, to always keep the French door open to the outside. In consideration of the spaces of the premises and the cubic meters available for each person, no more than 20 people must be present at the same time. On request we will supply pre-packaged baskets for the consumption of meals at the single workstation.

Before accessing EGO, employees will be subjected to a check of bodily temperature, following the procedure described below:

1. Park the car outside the entrance gate.
2. Go to the reception desk to have your body temperature measured.
3. If the temperature is below or equal 37.5°C, you can then access the site.
4. In the event of a temperature above 37.5°C, access to EGO will be prohibited and the RSPP or a member of the COVID-19 Task Force will be called for assistance. To this end, it is advisable to always have the telephone number of your general practitioner with you to contact. In the event that the general practitioner is not reachable, the number 1500 or 800 55 60 60 must be called for the Region of Tuscany.

In the event that it is not possible to measure the temperature for any reason, a self-certification will be required.

6 Organisation of work areas

The Consortium itself defines the flows of entry, exit and use of the premises of the Consortium, in order to reduce the mixing of workers belonging to groups that can be easily identified, on the basis of the commission for which they are working. In particular:

1. The offices should, as far as possible, be used to accommodate a single person. Whenever there is more than one person in the same room it is mandatory to wear a protective mask.
2. At the end of the day, each workplace must be left as clear as possible of objects to allow thorough cleaning.
3. When using the Consortium vehicles, it is mandatory to wear a mask and preferably to use them individually. Before use, staff must sanitise those parts subject to manual contact by utilizing the product available on the vehicle.
4. Hand sanitisers are provided in the toilets and at the entrances to the buildings.
5. It is mandatory to limit parking in the common areas as much as possible.
6. **With regard to the clean rooms, if it is necessary that two or more people access them, it is first necessary to ask the manager of the Air Conditioning systems – cellphone: 3338793935 - to switch them to 100% volume change and to access only when confirmation that this has occurred has been received. At the end of**

the intervention, the system manager must be notified, to allow for the restoration of the system.

7. Contract work, such as maintenance of vending machines, cleaning, extinguishing media maintenance, are organized / scheduled by the respective managers, in compliance with current hygiene standards.
8. Hygienic services are identified for the exclusive use of suppliers, who are prohibited from using those reserved for employees.

7 Hygienification of work areas

In order to reduce the risk of contagion, a hygiene protocol for the workplace is defined. The protocol states:

1. The workstations used by multiple operators must be sanitised before the start of use, using products that are already diluted and ready for use, mainly sprayed with a nebuliser. At each station used for shifts, a nebuliser with sanitising product is delivered;
2. The bathrooms are sanitised daily using appropriate detergents;
3. Break areas are sanitised daily and all parts subject to being touched by several people are also sanitised (door handles, stair handrails, printer keypads, printing machines, vending machines, elevators);
4. **For showers, use is prohibited during the emergency period, while in the changing rooms for the SAS Clean rooms, into which only one person will be able to access at a time, the use of overalls or gowns already worn by other colleagues is prohibited (users should affix their own name onto those used). Laser protective goggles should be thoroughly cleaned with isopropyl alcohol.**

Hygienification is done using specific detergents used in compliance with the technical and safety data sheets.

8. Delivery management

In order to reduce the risk of contagion, from and to couriers and hauliers, it is decided to take the following measures:

1. For smaller packages, the courier parks the vehicle outside and brings the package to the vicinity of the guardhouse warehouse or window. Where possible, the package is sanitised with a biocide and left outside the guardhouse to be directly collected by the interested party.
2. For large packages, after checking the self-declaration, the truck accesses the site to approach the EGO warehouse (Technical Centre B4) and then unloads or is unloaded by an EGO employee. EGO personnel or external companies or couriers are not allowed to stay in the Guardhouse. Where possible, it is preferred that arriving or departing parcels do not stay in the guardhouse.

3. If the load is heavy or bulky, the guard will report it to the receiver who will take care of transporting it, with or without the courier's support.
4. The receiver proceeds to pick up the material using the forklift truck (with the necessary PPE) and places it in the warehouse. Also if it is necessary to handle the material, the employee will wear PPE. The material unloaded in the warehouse must remain there for at least 24 hours before being unpacked / picked up.
5. Instructions are sent by means of the signs indicated in the attachment.

9. Collaboration, Research Bodies and Universities

For the duration of the validity of this protocol, it is strictly necessary to limit access to the site as much as possible.

The provisions of paragraphs 3.1, 3.3, 3.6, 3.7, 4, 5, 6 and 7 apply to members of the Collaboration, Research Bodies and Universities.

EGO, in the person of the Director or the Head of Department of reference, undertakes to communicate the entry procedures in advance in electronic form whenever possible. Where not possible, written information, containing all the indications to be followed during the stay on the premises or spaces of the Consortium, is available at the entrance for consultation, and is transmitted by means of signs indicated in the annex.

This procedure must be signed for acceptance.

10. Access to third parties

The instructions below refer to non-EGO employees who must access the EGO site, including, but not limited to, suppliers.

EGO, in the person of the Director or the Head of Department of reference, undertakes to communicate the entry procedures in advance in electronic form whenever possible. Where not possible, written information, containing all the indications to be followed by third parties during the stay on the premises or spaces of the Consortium, is available at the entrance for consultation, and is transmitted by means of signs indicated in the annex.

The wearing of masks and gloves when entering the Consortium is mandatory.

The toilet reserved for non-employees of EGO, as identified above, is the toilet for disabled located on the ground floor of the Main Building and the toilet for disabled people located in Building 1, near the Electronic Lab.

A register to be signed, constituting acceptance of the indications provided and behaviour to be observed when on the premises of the Consortium, is available at the entrance.

Where the provision of a supply necessarily presupposes entry onto the EGO premises, all of the rules that are valid for EGO employees are to be observed during the phase of access and in relation to the behavioural work regulations.

In the case of contracts, EGO will communicate to the contractor in advance the information and procedures to be observed in carrying out the work within the premises of the Consortium. In the case of employees of third-party companies operating on the EGO site who result as positive to a COVID-19 test, the contractor must immediately inform the client and both will

collaborate with the health authority providing elements useful for the identification of close contacts.

All legal obligations deriving from urgent measures and from the National Protocol must be guaranteed by the contractor.

The personnel who access the EGO site will be subjected to body temperature checks, according to the procedure defined in paragraph 5.

EGO reserves the right to exclude or interrupt the activity of a contractor in the event of non-compliance with EGO or agreed procedures.

11. Verification of the adopted measures

Periodically, a check will be carried out to verify the application of both the indications contained within the Government provision and the provisions provided for within this plan.

The check is performed by the RLS with the help of the RSPP and / or the ASPP using the checklist attached to this procedure.

At the end of the check, the parties insert any notes taken and sign the document.

The completed and signed checklist is archived in compliance with the EGO indications on document conservation.

12. Health Surveillance

Health surveillance continues respecting the hygiene measures contained in the indications of the Ministry of Health. During this period, preventive visits, visits on request and visits after returning from illness are privileged. In the context of health surveillance, the Company Doctor:

- reports to the Consortium possible cases and suspected symptoms of the infection;
- provides information and training to workers to avoid the spread of the infection
- collaborates with the employer, the RSPP and the RLS to integrate and propose all the regulatory measures related to COVID-19;
- reports particularly fragile situations to the company (also in relation to age) and current or previous pathologies of employees and the company provides for their protection in respect of privacy;
- applies the indications of the Health Authorities;
- may suggest the adoption of any diagnostic means if deemed useful in order to contain the spread of the virus and the health of workers;
- collaborates for the reintegration into work of subjects with a previous COVID 19 infection.
- for the gradual reintegration of workers after COVID19 infection, upon presentation of certification that the COVID test has been negativized according to the procedures provided and issued by the competent territorial prevention department, carry out the medical

examination prior to resuming work, following absence for health reasons lasting more than sixty continuous days, in order to verify suitability for the job", also to assess specific risk profiles and in any case regardless of the duration of the absence due to illness.

13. Management procedure in the presence of suspicious cases

The procedure envisaged by the institutions requires that the individual citizen who presents symptoms or who has been exposed to possible contagion must communicate it to his/her family doctor or to the telephone number 1500, or, only for Tuscany, the number 800 55 60 60. These, on the basis of the procedures applied, will decide whether to subject the person to a swab or not and / or to a provisional quarantine measure.

Should a worker report an illness, unless his/her health and safety is at risk, he/she will have to leave their place of work as a precaution and go to their home; the worker must be informed of the need to contact their doctor as soon as possible.

If this is not possible, the worker must go to the interior of the infirmary or to a closed room and the Consortium will undertake the emergency call. Once the worker has left the room, it must be closed pending confirmation of positivity. In the event that the case turns out to be negative, the room will be sanitised. In the event of positivity, the procedure described in the following point will be implemented.

If it is strictly necessary to intervene immediately on the worker, the rescuer must wear a suit, mask, visor and gloves. All devices used must be placed in a closed bag and thrown away as special hazardous waste. During the intervention, only rescuers must be present and only in the number strictly necessary for the intervention. Once the intervention is over, the rescuers will have to report contact with the subject and, unless the case results as negative, they will have to leave the workplace and remain in quarantine for the necessary period.

14. Implementation of the measures indicated by the authorities

If the Consortium receives news of a case, even if only potentially, positive, it contacts the competent office to make itself available to provide the necessary information and collaborates in the implementation of that which is requested. In this phase, the name and the contact number for the Company Doctor are provided.

Once the infection of a person has been detected, the authorities investigate to define possible relationships with other people, both for work and personal reasons. Subsequently, the authorities will contact the Consortium, and possibly also the Company Doctor, to define measures such as the investigation of other infected workers, suspension of activity, extraordinary sanitation, etc.








The Consortium will promptly adopt the measures indicated by the authorities.

15. Immediate intervention measures

The Consortium adopts the following precautionary measures:

1. Immediate precautionary request, to all workers who have worked in the last 15 days in positions immediately adjacent to the positive worker, to stay at home;
2. Prohibition, up to the eventual sanitation, of the premises referred to in the letter potentially infected;
3. Immediate sanitation in the event of positivity in the following chronological order of:
 - a) common passage areas, such as stairs, with particular attention to the handrail, corridors, doors, toilets, elevators;
 - b) work station(s) of the worker and all workers in the same work area, including work equipment;
 - c) break areas used by the worker, including the equipment present (vending machines, fridge, oven, etc.).

Annex I: Information sheet to position at each access point

Preventive actions to contain spreading of covid-19			
	<p>Access to the premise is allowed only to authorized staff, and in observation of safety procedures. Access is forbidden to:</p> <ul style="list-style-type: none"> - individuals presenting symptoms, such as fever ($> 37,5^{\circ}\text{C}$), cough, or a cold - individuals who have received administrative orders of quarantine, or - individuals who are positive to covid-19. 		
<p>If one of the above circumstances does apply to you:</p>			
	<p>Fever symptoms ($37,5^{\circ}\text{C}$), cough, difficulty breathing.</p>		<p>Having come into close contact with people who are under observation for clinical suspicion of covid-19 infection, or who have been diagnosed with covid-19 infection.</p>
<p>do NOT enter. Return to your home, and contact your family practitioner. You must also alert the public service at the following number</p>			
<p>Numero di pubblica utilità 1500</p>			
<p>Provide the operator all the information requested and carefully follow the instructions you will receive.</p>			
<p>In all other cases, in order to reduce the spreading, we invite you to:</p>			
	<p>Wash your hands frequently. Wash your hands with water and soap for at least 60 seconds. Clean work surfaces with detergents.</p>		<p>Avoiding touching your mouth, eyes or nose before having washed your hands. Do not hug, kiss or touch. Do not touch your mouth, eyes or nose.</p>
	<p>Use disposable tissues when blowing your nose and toss immediately after use. Avoid sharing glasses and water bottles. Cover your mouth when sneezing or coughing.</p>		<p>Avoid close contact with persons showing flu-like symptoms, such as cough and a cold. Stay 2 meters apart from one another, if possible. Opt for video meetings, in place of office meetings whenever possible.</p>

Annex II: Instructions for appropriate hand washing



Ministero della Salute

www.salute.gov.it

Previene le infezioni con il corretto lavaggio delle mani



Utilizza sapone (meglio quello liquido della saponetta) e acqua corrente, preferibilmente calda



Applica il sapone su entrambi i palmi delle mani e strofina sul dorso, tra le dita e nello spazio al di sotto delle unghie per almeno 40-60 secondi



Risciacqua abbondantemente con acqua corrente







Asciuga le mani possibilmente con carta usa e getta, con un asciugamano personale pulito o con un dispositivo ad aria calda



Ministero della Salute

www.salute.gov.it





Annex III: Warning sign to post near the clock in/out machine

Registering your entrance and exit to the building	
	<p>Infection: risks of infection by covid-19 increase when:</p> <ul style="list-style-type: none"> - touching potentially contaminated surfaces and then touching your face, or nose with your hands; - gathering with other people around the card-reader without appropriate social distancing
<p>In order to reduce these risks, please abide by the following rules:</p>	
	<p>Sanitize your hands before swiping your card: go to the restroom and wash your hand thoroughly following the hand-washing instructions. You may then proceed to swiping your card at the clock in /out machine</p>
	<p>Stay at least two meters apart from any other person using the card-reader, or waiting in line to use it.</p>
	<p>Once you've swiped your card, leave the area and do not assemble in crowds nearby.</p>
<p>While in the workplace, take the following precautions:</p> <ol style="list-style-type: none"> 1. Stay 2 meters apart from other individuals. Whenever this is not possible, wear a protective mask; 2. Do not hug, kiss or touch. 3. Wash hands frequently following instructions for proper hand-washing; 4. Sanitize your workstation often, if possible; 	



Never bring your hands to your mouth, nose or eyes. If needed, use a disposable tissue and throw it immediately once it has been used.

Annex IV: Warning sign to post by the vending machines





Measures to prevent the spreading of COVID-19

Using the vending machine	
In consideration of the covid-19 emergency, please take special precautions also in using the vending machines.	
	<p>Contagion: risks of contagion by covid-19 increase when:</p> <ul style="list-style-type: none"> - touching potentially contaminated surfaces and then touching your face, or nose with your hands; - gathering with other people around the vending-machine without appropriate social distancing
	<p>Sanitize your hands before using the vending machine: go to the restroom and wash your hand thoroughly following the hand-washing instructions. You may then proceed to using the vending machine.</p>
	<p>It is forbidden to come within 2 meters from other individuals at the vending machine or still having their snack or drink.</p> <p>If proper distancing is not possible, wait outside the break care and stay 2 meters apart from other persons in line.</p>
	<p>After retrieving your snack or drink, avoid lingering in the area around the vending machine, and stay 2 meters apart from other individuals in line or at the vending machine.</p> <p>Once you finish, leave the break area so others can use the machine safely.</p>
<p>While in the workplace, take the following precautions:</p> <ol style="list-style-type: none"> 1. Stay 2 meters apart from other individuals. Whenever this is not possible, wear a protective mask; 2. Do not hug, kiss or touch. 3. Wash hands frequently following instructions for proper hand-washing; 4. Sanitize your workstation often, if possible; 5. Never bring your hands to your mouth, nose or eyes. If needed, use a disposable tissue and throw it immediately once it has been used. 	

Annex V: Warning sign to post outside changing rooms Measures to contain the spreading of COVID19

Use of clean rooms and changing rooms	
In consideration of the covid-19 emergency, the use of changing rooms and the clean rooms may present a risk of contamination.	
	<p>Infection: risks of Infection by covid-19 increase when:</p> <ul style="list-style-type: none"> - touching potentially contaminated surfaces and then touching your face, or nose with your hands; - gathering with other people inside the changing rooms. <p>Do NOT use protective suits or lab coats that have been used by someone else.</p>
	<p>Dress in the dedicated SAS space, one at time.</p>
<p>Attention: In the event more than one person needs to enter the clean rooms, contact the supervisor of the air conditioning system and request they change volume exchange settings to 100%. (contact number: 333 8793935) Do not access unless this has been done and you have been cleared to do so. As soon as you are done in the cleaning room, contact the supervisor to change air conditioning to previous settings.</p>	

Annex VI: Warning to post in the delivery and pick up areas

Materials delivery and pick up	
In consideration of the covid-19 emergency, we encourage the following actions aimed at reducing the spreading of the virus.	
	<p>Infection: risks of infection by covid-19 increase when:</p> <ul style="list-style-type: none"> - touching potentially contaminated surfaces and then touching your face, or nose with your hands; - gathering with other people in close quarters
In order to reduce these risks, please abide by the following rules:	
	<p>Sanitize your hands before delivering or picking up. Sanitize your hands with an alcohol-based detergent or in the restroom, paying special attention to follow the procedures for correct hand-washing.</p>
	<p>It is forbidden to come within 2 meters from other workers. If proper distancing is not possible, wait outside the break care and stay 2 meters apart from other persons in line.</p> <p>Stay 2 meters apart from other people also when sitting on benches, or chairs.</p>
	<p>Once you finish, leave the area so others can access safely.</p>
<p>While in the workplace, take the following precautions:</p> <ol style="list-style-type: none"> 1. Stay 2 meters apart from other individuals. Whenever this is not possible, wear a protective mask; 2. Do not hug, kiss or touch. 3. Wash hands frequently following instructions for proper hand-washing; 4. Sanitize your workstation often, if possible; 5. Never bring your hands to your mouth, nose or eyes. If needed, use a disposable tissue and throw it immediately once it has been used. 	

7 PRIVACY INFORMATION

Pursuant to EU Regulation no. 679/2016 (so-called GDPR), information is provided below on the processing of personal data of the subjects who, during the COVID-19 emergency, access the premises and the judicial offices of Milan or other places, however, at this the last reportable.

Holder of the treatment

European Gravitational Observatory, with registered office in Via Amaldi 5, Cascina - Pisa.

Type of personal data processed and involved

Within the limits of the purposes and methods defined in this statement, the following are processed:

- data relating to body temperature of the person concerned, detected or certified by the same to an extent not exceeding 37.5 °;

The personal data being processed refer to:

- a) to EGO staff. With respect to these interested parties, this statement supplements the one already provided for the processing of personal data functional to the establishment and execution of the employment relationship;
- b) to suppliers, carriers, contractors, visitors and other third parties authorized to access the EGO premises and offices or other places, however referable to them.

Purpose and legal basis of the processing

Personal data will be processed exclusively for the purpose of preventing contagion from COVID-19, execution of the anti-contagion security protocol adopted pursuant to art. 1, no. 7, lett. d) of the Prime Ministerial Decree of 11 March 2020 and of the shared Government / Social Partners Protocol of 14 March 2020 and subsequent amendments.

The legal basis of the processing is, therefore, to be found in the implementation of this Protocol.

Nature of the provision of personal data

The provision of data is necessary to access the premises and EGO or other places somehow related to them. Any refusal to provide them prevents you from allowing entry.

Method, scope and duration of treatment

With reference to the measurement of body temperature, the data obtained will not be stored by the company. Any identification of the interested party and the recording of temperatures exceeding normal threshold could take place only if it was necessary to document the reasons that prevented access. In that case, the interested party will be informed of the circumstance.

Personal data will not be disclosed or communicated to third parties, except for specific regulatory provisions (e.g. in the event of a request by the Health Authority for the reconstruction of the supply chain of any close contacts of a worker who has tested positive to COVID-19).

The data will be processed for the time strictly necessary to pursue the aforementioned purpose of preventing contagion from COVID-19 and stored at EGO no later than the end of the state of emergency, currently set for 31 July 2020 of the Resolution of the Council of Ministers 31 January 2020.

Rights of the interested parties

At any time, the interested parties have the right to access their personal data, to request their correction, updating and related cancellation. It is also possible to oppose the treatment and request its limitation. These requests can be addressed directly to EGO, at the addresses indicated in the introduction.

Furthermore, in the event that it is believed that the processing was carried out in violation of the legislation on the protection of personal data, the right to lodge a complaint with the Italian Authority for Personal Data Protection in Piazza Venezia, 11 - 00187 - Rome is recognized,